




**State of Florida**  
**DEPARTMENT OF**  
**HIGHWAY SAFETY AND MOTOR VEHICLES**  
**TALLAHASSEE, FLORIDA 32399-0500**

**FRED O. DICKINSON**  
Executive Director

May 12, 2006

TO: Law Enforcement Agencies

FROM: Michael D. McCaskill, Chief  
Bureau of Records 

SUBJECT: Uniform Traffic Citation (UTC) Completion Procedures

We need your assistance to ensure that UTCs are completed properly related to Commercial Driver License (CDL) drivers and Commercial Motor Vehicle (CMV) violations.

Specifically, please mark YES in the CDL License box if the driver has a CDL license (Class A, B, or C). Please mark NO in the CDL License box if the driver has a Non-Commercial license (Class E). Section 318.14(9), Florida Statutes, prohibits CDL holders the option of electing school for a non-criminal traffic infraction to withhold points on their driver record. The Clerk of Court is relying on the officer's input to determine if the driver can legally elect to attend traffic school.

We are also receiving some UTCs noting CMV Federal Code violations, citing section 316.302(1). The Department can only add violations of Florida law. The violations under 316.302 are listed below:

	Commercial Motor Vehicles – CMV:
316.302 (2)(b)	Disregard REQUIRED HOURS OF REST
316.302 (2)(c)	Falsification of TIME RECORDS
316.302 (2)(e)	Violation of Identification Requirement
316.302 (2)(i)	Physical examination form in possession
316.302 (3)	Operator UNDER 18, Vehicle GROSS WEIGHT 26,000 pounds or more
316.302 (4)	Disregard safety regulations for transporting hazardous materials (motor carrier, driver, agents, or employees)
316.302 (8)	Fail to SUBMIT TO INSPECTION OF VEHICLE (note resisting officer with violence or without violence) – (Use only when an officer stops driver due to belief of operating in an unsafe condition)
316.302 (11)	ID Number Violation

The UTC Manual, Appendix B includes illustrations of the UTC and Appendix C includes a statute number and description of specific traffic violations. The manual is located at <http://www.hsmv.state.fl.us/ddl/utc/> for your reference.

/bsw